

OFFICE OF THE ADJUTANT GENERAL
VIRGINIA NATIONAL GUARD
BUILDING 316, FT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-04

POSITION TITLE: Information Technology Specialist

GRADE: CW4

AOC: 251A0

FEMALE ASSIGNMENT ELIGIBILITY: YES

UNIT: HQ STARC (VAIM)

DUTY LOCATION: Richmond, Virginia

OPENING DATE: 10 December 2003

CLOSING DATE: 12 January 2004

POC FOR ADDITIONAL INFORMATION: CPT Hunt, (434)298-6337 or DSN 438-6337 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional Warrant Officers, grade W01 through CW4 who are members of the Virginia Army National Guard. Must be qualified in the following AOC: 251A0.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Serves as a Field Representative for the VAIM Help Desk with a geographical area of responsibility. Analyzes hardware and software to identify and define problem areas and to initiate repair procedures. Recommends methods and procedures and coordinates corrective action to optimize utilization of present equipment and to minimize downtime to customers. Works with technical support personnel in resolving critical problems. Uses remote management software tools in accordance with established policies and procedures. Recommends changes to configuration, protocol and user files. Assist users as necessary with data, configuration and protocol restoration. Coordinates with and schedules appointments with troop units for hardware and software repairs in response to assigned work orders. Assists with the administration of user passwords, permissions and access rights. In coordination with security manager, takes appropriate measures to maintain and regain system integrity

VAHR-M

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if this integrity is jeopardized or lost at any time. Recommends plans and procedures for remote installation of applications and upgrades using state of the art software distribution methods. Create and delete users and add or remove group members; assign user and group rights and permissions in accordance with established policies and procedures. Coordinates with security manager on LAN and workstation security issues as required. Assists users removing or disinfecting viruses from workstations. Recommends and participates in the implementation of standard operating procedures, software and controls for various computer systems to ensure appropriate levels of security. Assists in the review and evaluation of existing software and procedures.

HOW TO APPLY: All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (signed and dated)
2. Copies of last five OERs
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of active duty service creditable for retirement (**DD Forms 214 or 1506 or Forms 23A**)
7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

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REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 12 January 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer